

Setting a Cap/Limit on Your Categories

1. Go to www.active.com/explorer
2. Enter username and password, click log in
3. Go to the “Select Listing ->” drop down bar located in the top left – pull the bar down to select which listing you would like to access
4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; your registration categories will be listed under the *Registration Categories* folder.
 - Go to that specific registration category and click on *Customize Options*
5. Enter your cap in the *What's the maximum number of registrations you want to allow? (If left blank, the number of registration will be unlimited)* section (see below).

Aug ▾ 01 ▾ 2008 ▾ / 06 ▾ : 00 ▾ : 00 ▾ AM ▾

What's the maximum number of registrations you want to allow?
(If left blank, the number of registration will be unlimited) ←

What's the minimum age of participants for this category?
(This age is based on listing date. If left blank, there will be no minimum age)

What's the maximum age of participants for this category?
(This age is based on listing date. If left blank, there will be no minimum age)

If specifying a minimum or maximum age, display the age ranges in the registration form? Yes No

If specifying a minimum or maximum age, what date do you wish to use to determine age?

Nov ▾ 23 ▾ 2008 ▾

Category as survey? Yes No

If yes, link from Event Detail page? Yes No

Survey comments: